

CIA INTERNAL USE ONLY

Approved For Release 2005/11/21 : CIA-RDP70-00211R000700150003-4

Office Memorandum • UNITED STATES GOVERNMENT

TO : CIA Records Administration Officer

DATE: 19 OCT 1961

FROM : Acting Director of Logistics

SUBJECT: Revision of Page 2 in Handbook HB Dated 9 August 1960,
"Standardization and Use of Filing Equipment and Supplies"

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1. Furnished herewith are two copies of a proposed revised page 2 to the subject handbook which are forwarded for working-level coordination prior to submission for formal coordination and publication.

2. The changes made to page 2 are as follows:

a. Two-drawer safe filing cabinets are included as standard items in paragraph 2a(2).

b. Paragraph 2b(2) is changed to reflect the policy prescribed by the General Services Administration regarding the use of filing equipment.

c. Paragraph 2b(5) is revised to permit Area Records Officers to conscientiously certify to the proper use of filing equipment. As the paragraph now reads, the certification cannot be accurately made because the necessary property files are not readily available to the Area Records Officers.

3. A signature space has been provided for your concurrence on one of the two copies. The signed copy should be returned to this Office, and the second copy may be retained pending receipt of a printed copy.

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Attachment:

As Stated

Distribution:

Orig & 2 - Addressee

1 - DD/S

1 - OL/Official

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1 - OL/SD

1 - OL/SD/FSB

1 - D/L Suspense (withdrawn)

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OL/SD/FSB/ (29 Sept 61)

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Director of Logistics

NO.

DATE

TO: (Officer designation, room number, and building)

DATE

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1.

CIA Records Admin Officer

2.

Admin Staff

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FORM
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